



# ***JOB OPPORTUNITY***

## ***DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT***

---

**RPA #10-01**

**CLASSIFICATION:** SENIOR PERSONNELSPECIALIST

**TENURE/TIME BASE:** Permanent/Full Time

**FINAL FILING DATE:** July 21, 2010 or Until filled

**SEND APPLICATION TO:** Department of Community Services and Development  
**Attn: Human Resources**  
P. O. Box 1947  
Sacramento, CA 95812-1947

**CONTACT PERSON:** Felicia Young  
Human Resources Office  
(916) 576-5296  
CA Relay Svs Voice: 1-800-735-2922  
TTY: 1-800-735-2929

**LOCATION:** 2389 Gateway Oaks, Suite 100  
Sacramento, CA 95833

**Please indicate RPA #10-01 on your application.**

The Department of Community Services and Development (CSD) is the State's leading anti-poverty agency that administers local community service and energy programs to help low-income Californians achieve self-sufficiency and attain a higher quality of life. CSD is a small department seeking highly-skilled professionals who are committed to the mission, to join the team and partner with our local service providers in an effort to reduce and eliminate poverty. **The Department of Community Services and Development is 100% federally funded.**

**What Does Working at CSD Offer?** Please apply if you appreciate:

- Meaningful work.
- Highly interactive teamwork and project-based management.
- Opportunities for significant responsibility, creativity and decision-making for self-starters.
- Work environment that provides the incumbent with the opportunity to work with other CHHS HR team members.
- Small, friendly headquarters where everyone matters.
- *Free parking.*

**JOB DESCRIPTION:** The Human Resources Office is looking for a highly motivated individual to work in a small, fast-paced, and customer service orientated office performing the duties of a Senior Personnel Specialist. The incumbent is responsible for researching, understanding, and applying appropriate laws, rules, regulations, and contract language to process a full range of personnel transactions; processing payroll, documenting personnel transactions, requesting certification lists; processing FMLA, Worker's Compensation, and SDI/NDI claims; processing position control documents and making salary determinations, using resource materials and manuals; and reconciling attendance and submitting payroll documents to the State Controller's Office. The incumbent provides

advice and assistance to management on various transactions issues; interacts with control agencies and other state departments in researching and responding to inquiries; prepares reports; provides training as necessary; and assists in the development of policies and procedures related to personnel transactions. Please go to <http://www.csd.ca.gov> for a full description of this position.

**WHO IS CSD LOOKING FOR:** The ideal candidate will be a self-starter who has the following desired qualifications, first-hand experience and characteristics:

Experience, Knowledge and Skills:

- Minimum of 2 years experience in all aspects of personnel transactions
- Experience with utilizing available resources when responding to issues
- Ability to handle multiple tasks and responsibilities
- Ability to provide customer service and take initiative to improve processes
- Excellent interpersonal skills and ability to work with all levels of the organization
- Dependability; excellent work habits
- Excellent organization skills
- Knowledge of Microsoft Suite including Word, Excel, and Outlook

Characteristics:

- Customer Service – Personifies CSD’s number one objective, which is to provide clear, correct, courteous, complete, concise and competent services to all internal and external customers.
- Leadership – Possesses a natural ability and keen desire to manage projects and mentor and guide staff, as well as internal and external customers. Demonstrates and encourages creativity and proactive problem-solving.
- Credibility and Integrity – Understands internal and external customers and has a true desire to build credibility. Has a personal compass composed of clear principles? Demonstrates the highest professional and legal ethics.
- Teamwork – Cooperates to achieve the department's mission, vision and goals by leading and actively contributing to intradepartmental project teams.
- Vision – Understands the context and mission of the Department both internal and external. Awareness of the Department's critical issues, and anticipates and influences the future. Has the ability to organize for success.
- Accountability – Makes decisions and remains accountable for those decisions.
- Reliability – Understands the importance of meeting timelines and work priorities.
- Staff Development – To best serve both our internal and external customers, CSD’s management team reflects, understands and is sensitive to the diversity of the people we serve.

**WHO MAY APPLY:**

Persons currently appointed to a permanent, full-time Personnel Specialist or Senior Personnel Specialist or persons with list eligibility or eligibility for lateral transfer may apply. Please clearly state the basis of your eligibility (i.e., list eligibility, lateral transfer, reinstatement, etc.) in Section 12 of the application (STD. 678). If you have list eligibility, please attach a copy of your notice of examination results. Applications will be screened, and only the most qualified will be contacted for an interview.

All appointments will be made in accordance with The Governor’s Executive Order S-09-08, Department of Finance freeze exemption policies, and the State Personnel Board/Department of Personnel Administration’s laws, rules, regulations, and policies.

The Department of Community Services and Development is an equal opportunity employer open to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.